

## ARCHITECTURAL PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To coordinate and administer various city architectural programs and projects; to prepare and administer the city's on-site five-year capital improvement program; to coordinate programs and projects with other city departments and outside agencies; and to provide highly responsible staff assistance to the assigned division manager or section supervisor.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a division or section manager.

Exercises direct supervision over professional, technical and clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Participate in the development and implementation of goals, objectives, policies and priorities for assigned division or section; identify resource needs; recommend and implement policies and procedures.
2. Coordinate and administer various city architectural programs and projects; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
3. Prepare and administer the city's five-year capital improvement program; work with department staff to identify and prioritize needs; formulate cost estimates and develop implementation strategies.
4. Plan, prioritize, assign, supervise and review the work of technical staff and architectural consultants who are responsible for complex architectural work, including the planning design process and construction of city public works on-site projects.
5. Prepare conceptual designs, architectural plans, specifications and construction cost estimates.
6. Prepare and seal in-house design documents and technical specifications; oversee and review the production drawings and documents prepared by architectural consultants.

**CITY OF LAS VEGAS**  
**Architectural Project Manager (*Continued*)**

**Essential Functions:**

7. Develop project programs; prepare, review and negotiate consultant contracts; prepare and review contract documents.
8. Ensure that consultants and contractors properly execute their contractual obligations by conducting in-person quality and aesthetic checks.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Review and recommend approval of plans and specifications, designs, cost estimates, environmental documents and reports.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints; review contractor claims against the city.
12. Provide administrative and analytical support to an assigned division or section manager; prepare and present special reports and analyses as required.

**Marginal Functions:**

1. Participate in the development and administration of assigned division or section budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
2. Represent assigned division manager at public and committee meetings as required.
3. Produce architectural design drawings, using autocad software.
4. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of architecture.
5. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive architectural program.  
Modern and complex principles and practices of architecture.  
Advanced terminology, methods, practices and techniques used in technical architectural report preparation.  
Advanced principles of mathematics as applied to architectural work.  
Recent developments, current literature and sources of information regarding architecture.  
Materials, tools and equipment used in architecture.

**CITY OF LAS VEGAS**  
**Architectural Project Manager (*Continued*)**

**Knowledge of:**

Advanced techniques of developing, reviewing and modifying architectural plans, designs and specifications.  
Principles of budget preparation and control.  
Autocad software and techniques.  
Principles of training and development.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment and software.

**Ability to:**

Manage and coordinate the work of professional, technical and clerical personnel.  
Interpret and apply pertinent federal, state and local laws, codes, rules and regulations.  
Manage and administer a comprehensive capital improvement program.  
Review and develop designs, plans, long range capital improvement plans and specifications.  
Produce architectural drawings using autocad software.  
Manage large and complex architectural projects.  
Ensure project compliance with appropriate federal, state and local laws, codes and regulations and project specifications, deadlines and budget constraints.  
Resolve complex architectural problems.  
Resolve regulatory, public relations and systems design questions.  
Exercise professional architectural judgment to achieve results consistent with objectives.  
Operate computer-based architectural systems.  
Enforce compliance with pertinent laws and regulations.  
Prepare complex, comprehensive reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Five years of increasingly responsible professional architectural experience.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in architecture or a closely related field.

**CITY OF LAS VEGAS**  
**Architectural Project Manager (*Continued*)**

**License or Certificate**

Possession of an appropriate, valid certificate of registration as a professional architect in any state on the date of application, and acquisition of certification as a professional architect in the state of Nevada within six months of the date of appointment.

Attend annual OSHA-required training related to asbestos management.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field and office environment; exposure to computer screens and inclement weather conditions when conducting site inspections.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB  
REV 4/6/98  
FLSA: Exempt; City: Nonexempt  
CSB 5/13/98